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31 January 1957

MEMORANDUM FOR: Director of Training

FROM: Chief, Plans and Policy Staff

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SUBJECT: Weekly Activity Report #5

I. COMPLETED PROJECTS

None

II. NEW PROJECTS

1. Language Development Program

A complete report is being prepared for presentation by the Director of Training to the Director of Central Intelligence on 4 February 1957.

2. DD/P Budget Forecasts for FY 1959

A review of the DD/P budget forecasts for FY 1959 is being conducted in order to extract training implications and other pertinent information which may serve as guide lines for the appropriate schools.

III. PROJECTS IN PROCESS

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1. Revision of

This revision is in review prior to transmittal to the Career Council.

2. Five Per Cent Training Policy

Four job training courses conducted by the Management Staff have been approved. Under review are eleven job training courses conducted by the Office of Logistics and one job training course conducted by the CD/OO.

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3. Training Requirements

Revision of the forms for estimating training requirements has been completed and the drafts forwarded to the Reproduction Section for printing by the Agency plant. Distribution to TLO's is scheduled for 15 February with an earlier date expected. Memo to the Director of Personnel requests estimates on professional and clerical EOD's and field returnees.

4. OTR Regulation - Publications

First draft prepared.

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5. War Planners Conference

is attending the War Planners Conference.

IV. MEETINGS ATTENDED

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1. DD/I Training Liaison Officers

A DD/I Training Liaison Officers meeting was held on Tuesday, 29 January. discussed the plans now underway for the Studies in Intelligence series and also the plans for developing instruction for the DD/I. Minutes of the meeting will be circulated separately.

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V. PUBLICATIONS1. OTR Catalog - Issue 7

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Headquarters Catalogs [redacted]
 [redacted] (General edition); proofs have been final-checked and returned to PSD/LO for final correction and production. Intra-Agency distribution estimate: 15 February.

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2. OTR Bulletin - Issue 23

Issue 23, February, was forwarded to PSD/LO. It will be distributed to approximately [redacted] CIA executive and line supervisors and to some [redacted] individual graduates of OTR courses.

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3. OTR Poster - Issue 23

Issue 23 was forwarded to PSD/LO. It will be distributed for posting on all Agency Employee Services Bulletin Boards.

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4. Agency Training Officer Meetings Open to OTR Personnel

DD/S	5 February	Tuesday	1030 hours	25X1
DD/P	6 February	Wednesday	1400 hours	

[redacted], coordinates the DD/S agenda.
 [redacted] coordinates the DD/P agenda.

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